

MAIL OR COUNTER APPLICATION FOR AN  
**AUTHENTICATED MICHIGAN DEATH RECORD**

[www.michigan.gov/mdch](http://www.michigan.gov/mdch)

STATE FILE NUMBER (If Known)

**INFORMATION ABOUT AUTHENTICATED CERTIFICATES**

Authenticated (exemplified or containing an Apostille) records are typically required by foreign governments for an adoption, work visas, marriage in a foreign country, or establishing residency. You must **specify which country** requires the document. **The processing of an authenticated certificate takes approximately 3 to 4 weeks after receipt in the Vital Records office.** Please allow additional time for mailing and our Department's receipting of your payment.

<b>APPLICANT (PERSON REQUESTING RECORD)</b>	<b>PLEASE PRINT CLEARLY AND LEGIBLY</b>	<b>DATE:</b>
Applicant's Name:		
Address:		City/State/Zip:
<b>K</b> <b>APPLICANT'S SIGNATURE:</b> Must be signed in order to process		
<b>K</b> (Sign Here) _____		
Daytime Phone: ( )		Home Phone: ( )

**K** Please specify which **FOREIGN COUNTRY** requires the document (Cannot be U.S.)

<b>REQUESTED DEATH INFORMATION</b>	<b>IF THE EXACT DATE OF DEATH IS UNKNOWN:</b> Please indicate the year you want searched. If the record is not found in that year's files, we will search the files for the year before and the year after. If you want additional years searched, please see the payment box for additional information.		<b>DATE OF DEATH</b> Month Day Year
NAME OF DECEASED: (Name at time of death)			
First Middle Last			
GENDER • Male • Female		PLACE OF DEATH: City County State	
PLEASE PROVIDE ANY OF THE FOLLOWING INFORMATION (IF KNOWN) THAT WOULD HELP US LOCATE THE DEATH RECORD:			
Decedent's Date of Birth: _____ Mo Day Year		OR	Decedent's Age at Death: _____
Decedent's Place of Birth: _____		State Country	
Decedent's Mother's Name: _____ First Middle Last			
Decedent's Father's Name: _____ First Middle Last			

**REQUESTING AN AUTHENTICATED MICHIGAN DEATH RECORD**

The Michigan Vital Records office has records of deaths that occurred in Michigan and were filed with the state since 1867. Some of the records were not filed with the state; more records are missing from the pre-1906 files. Anyone is eligible to request a copy of a Michigan death record if the application is completed and signed and the required fee is paid.

**PAYMENT - NO ORDER WILL BE PROCESSED WITHOUT PROPER FEE SUBMITTED WITH A SIGNED APPLICATION**

**SEARCH FEES ARE NON-REFUNDABLE:** Fees are established by state statute. A search fee covers the cost of the basic 3-year search and includes either one authenticated copy of the record or an official statement that the record is not filed with the state. A basic search includes the files for the year specified as the death year, as well as the year before and the year after.

**REFUNDABLE FEES:** Payment for additional copies will be refunded if the search indicated that the record is not filed with the state. A refund check would be mailed to you by the Department of Treasury, usually within 3-4 weeks.

**RUSH SERVICE:** Applies to processing time in Vital Records and not the Great Seal.

**WE CANNOT PROCESS YOUR ORDER WITHOUT PAYMENT. IF MAILING, PLEASE REMEMBER TO INCLUDE CHECK OR MONEY ORDER.**

**PAYMENT MUST BE MADE IN U.S. FUNDS BY CHECK OR MONEY ORDER PAYABLE TO THE STATE OF MICHIGAN®**

Search ( <b>non-refundable</b> ) Includes One Authenticated Copy	\$ 29.00	\$
_____ Additional Authenticated Copies (\$15.00 for each additional authenticated copy)	\$ 15.00 Each	\$
EXPEDITED <b>ARUSH®</b> SERVICE (Additional)	\$ 10.00	\$
Additional Search When Exact Date is Unknown: \$29.00 fee includes a 3-year search Each additional year is \$12.00 per year	No. Years	\$
Specify Which Additional Years to be Searched: _____	\$ 12.00 each	
<b>TOTAL ENCLOSED:</b>		\$

**Mail application with payment to:**  
VITAL RECORDS REQUESTS  
PO Box 30721  
Lansing MI 48909

**QUESTIONS:**  
**(517) 335-8666**